

EMEA PAYMENTS

REGION-SPECIFIC PAYMENT RECEIPT INFORMATION

To receive electronic payments, Kimberly-Clark requires the following items:

- EFT Request Form received during supplier onboarding and found on our P2P Supplier Portal.
- All required documents uploaded in the My Details section of the P2P Supplier Portal, per instructions during the onboarding process.
- For Bank Account changes; the required documents:
 - ✓ Documents from the vendor must show the full Vendor Name, Bank Name, and required information for the country in question.
 - ✓ Below documents are required to validate a Vendor's wire information:
 - ❖ Bank letter no older than 3 months
 - ❖ Company letterhead
 - ❖ Invoice
- Current organization contacts, banking and tax information submitted via the P2P Supplier Portal
 - ➔ View this [link](#) video to learn more about this feature.
 - [Kimberly-Clark - Supplier Information Management - Kimberly-Clark on Vimeo \(vimeopro.com\)](#)
- [EMEA Bank Account Verification \(next page\)](#)

Bank Account Verification Kimberly-Clark

vendor {**Vendor number**} – {**Vendor name**}

Dear Supplier,

In order to change your existing bank details, due to our policy, we must receive verification of your new/updated bank account before amending your account.

As this Verification Form is a mandatory document, please fill it in, sign or stamp and resend in non-editable format (PDF) to EMEA.VendorBuyingSupport@kcc.com

Data needed for Verification

New Data:

Bank Name	Last 4 digits of Bank Account Number	Should we REPLACE old data with new bank details? (yes/no) <i>Put here "no" if this is an additional account</i>

Old Data (only when replacing existing bank details):

Bank Name	Last 4 digits of Bank Account Number	Reference/Invoice number, date and amount of last payment received from KC <i>All 3 data are mandatory</i>

Additional details:

VAT number for verification	Currencies for your Bank Accounts <i>Please provide us with last 4 digits (full IBAN if not replacing) of your Bank Account numbers and the currency for each of them.</i>

*******Only upon receipt of this completed checklist and the information specified will we be able to update your account for payment. To protect your data, please provide us only the last 4 digits of your bank account number/ IBAN.**

Thank you for your diligence to prevent any fraudulent activity!*****